

Tenancy Application Form

Please be advised that this application will only be processed once ALL details have been completed and all copies of all supporting documents attached. Each applicant must submit an individual form.

PROPERTY DETAILS

Address of Property:					
Lease commencement date:		Lease term:		Rent per week:	
Department of Housing bond?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you have your D.O.H paperwork?	
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
Number and type of pets:					
Names of all other occupants for the property (please note anyone over the age of 18 will require an application, even if not going on the lease they will become an approved occupant):					
Names and ages of any children to occupy the property:					

PERSONAL DETAILS

Given Name(s):		Surname:	
Current Address:			
Mobile:		Work Phone:	
Email:		Date of Birth:	
Drivers Licence No:		Drivers Licence State:	

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Given Name(s):		Surname:	
Relationship:			
Address:			
Phone:		Mobile:	
Email:			

CURRENT TENANCY DETAILS

Length of time at current address:		Rent Paid:	
Reason for leaving:			
Name of Landlord / Agent:			Phone:
Email of Landlord (if applicable)			
Are you listed on the lease?			

PREVIOUS RENTAL HISTORY 1

Previous Address:			
Length of time at above address:	From	to	Rent Paid:
Name of Landlord / Agent:		Phone:	
Was Bond refunded in full?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If No, please specify reasons why:			

PREVIOUS RENTAL HISTORY 2 (IF ABOVE TENANCY'S ARE LESS THAN 6 MONTHS)

Previous Address:			
Length of time at above address:	From	to	Rent Paid:
Name of Landlord / Agent:		Phone:	
Was Bond refunded in full?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If No, please specify reasons why:			

CURRENT EMPLOYMENT DETAILS – Please advise payroll or HR we will be contacting them

Occupation:	Current Employer:
Work Place Address:	
Contact Name (payroll / manager):	Contact Number:
Length of Employment:	Net Income weekly or fortnightly (please circle): \$

SELF EMPLOYMENT DETAILS

Company Name:	Business Type:
Business Address:	
Position Held:	ABN:
Accountant Name:	Phone:
Accountant Address:	
Please note for self-employed we need at least 6 months of Company Financials	

OTHER INCOME

Centrelink fortnightly income (Please ensure income statement is attached): \$
Other income, please specify and have proof of income:

PREVIOUS EMPLOYMENT (IF CURRENT EMPLOYMENT IS LESS THAN 6 MONTHS)

Occupation:	Previous Employer:	
Employer's Address:		
Contact Name (payroll / manager):	Contact Number:	
Length of Employment:	From	to

STUDENT INFORMATION

Place of Study:	Course Name:
Course Length:	Enrolment / Student No:
Campus Contact:	Contact Number:
Course Co-ordinator:	Contact Number:

REFEREES – please advise referees they will be contacted and ensure they are not related

Personal referee:	Relationship:
Phone:	Mobile:
Personal referee:	Relationship:
Phone:	Mobile:

I have read, agreed to and understood all of the above terms and conditions that are relevant to me.

Applicant Name	Signature	Date
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CONSENT

I the Applicant acknowledge that I have read the Privacy Disclosure Statement. I authorise the Agent to collect information about me from:

1. My Previous letting agents and/or landlords;
2. My personal referees;
3. Any Tenancy Default Database which may contain personal information about me. I also authorize the Agent to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA).

I authorize the Agent to disclose the personal information collected about me to the owner of the property even if the owner is resident outside Australia and to any third parties – valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases.

Where Ray White Connect is requested by me to arrange for the provision of connection and disconnection services, I consent to Ray White Connect disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I consent to Ray White Connect disclosing confirmation details (including NMI, MIRN and telephone number) to the Agent. I acknowledge that neither Ray White Connect nor the Agent accepts any responsibility for: any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. The Agent has a commercial relationship with Ray White Connect. I acknowledge that Ray White Connect, the Agent and its employees may receive a fee and/or benefit from a utility service provider in relation to the connection of a utility service. There is no charge to me for the Ray White Connect service; normal service provider fees or bonds may apply.

Applicant Name	Signature	Date
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PRIVACY STATEMENT**PRIVACY DISCLOSURE STATEMENT**

We are an independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current or previous employer and your referees. Your consent to us collecting this information is set out below. We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and owner's insurers. We may also send personal information about you to the owners of any other properties at your request. You have the right to access personal information that we hold about you by contacting our privacy officer. If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

DECLARATION

I, the Applicant, hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be approved, I acknowledge that I will be required to pay the following amounts:

\$ rent per week, or \$ rent per calendar month

First payment of rent in advance:	\$
Rental Bond	\$
Tenant's share of cost of preparing tenancy agreement (if applicable)	\$
Subtotal	\$
Less Holding Deposit/Fee (if applicable):	\$
Amount payable upon signing Tenancy Agreement:	\$

I acknowledge that this application is subject to the approval of the owner. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am satisfied with the current condition and cleanliness of the property.

Applicant Name

Signature

Date

OFFICE USE ONLY – PHOTO ID REQUIRED

100 POINT IDENTIFICATION CHECK - The following identification has been photocopied and is attached to this application

Item	<input type="checkbox"/>	Points	Initial		<input type="checkbox"/>	Points	Initial
Drivers License	<input type="checkbox"/>	40		Medicare Card	<input type="checkbox"/>	20	
Passport	<input type="checkbox"/>	40		Bank Debit/Credit Card	<input type="checkbox"/>	20	
Birth Certificate	<input type="checkbox"/>	40		Bank/ Centrelink Statement	<input type="checkbox"/>	20	
Current Wage Advice	<input type="checkbox"/>	30		Utility Bill	<input type="checkbox"/>	20	
Other Photo ID	<input type="checkbox"/>	20		Previous 2 Rent Receipts	<input type="checkbox"/>	20	

Receivers Name

Signature

Date